



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING



## **Late Contribution Report Electronic Filing Program Available**

The Michigan Department of State's Bureau of Elections is please to announce the Immediate Disclosure Reporting or "e-IDR." This new program allows committees registered with the Department of State to file Late Contribution Reports and other immediate disclosure reports through an Internet Form. The form is fast and easy to use. The specific reports included in the applications are:

### **Features of e-IDR**

***Cost-Free:*** There are no fees or charges associated with e-IDR.

***Paperless:*** No paper copies are required; just submit your information online.

***Receipt of Filing:*** You will receive an online verification that your filing has been received and an email with a copy of your report attached. You can also check our website to further confirm the receipt of the filing.

***Convenient:*** You can file from the convenience of your home or office.

***Secure:*** The system uses the latest technology in transmitting secure information over the Internet.

***Accurate:*** The system has been built with edits that help you accurately complete the forms.

***Reduces Late Filing Fee Risk:*** With the short turn-around time required for immediate disclosure reports, filing electronically can help you avoid late filing fees.

### **How to Use e-IDR**

***No Registration Required:*** No registration is required to use the new system, just obtain a password.

***Obtain a Password:*** A unique password is needed for each committee that wants to file electronically. Go to [www.mertsplus.com](http://www.mertsplus.com) and click on "Get a Password." Provide the information requested and hit the "Assign it" button. You will receive an email message that contains the unique password for the committee. While the passwords do not expire, a committee can request a new password once per day.

Each time a new password is requested, a postcard notification will be sent to the mailing address listed in our records informing you that the password has been updated.

It merits note that if you file your Campaign Statements electronically using Merts Plus or another approved software, you must use the same password for both your Campaign Statement and your e-IDR filings.

### **Filing the Immediate Disclosure Report**

Filing electronically is fast and easy.

Go to [www.Michigan.gov/sos](http://www.Michigan.gov/sos), click on “Elections in Michigan,” click on “Campaign Finance Disclosure,” click on “Electronic Filing and MERTS” and then click on “Immediate Disclosure Reports (e-IDR).” Bookmark this page for easy access the next time you need to file.

Provide the identification number and password and other information requested and hit the “Log-in” button to open the application.

The electronic form is modeled after the paper form. Complete the required fields and hit the “Submit” button.

You will then be asked to re-enter your password. Once you have done this, your filing will be sent to the Bureau of Elections. You will receive a confirmation document sequence number and an email with a copy of the report attached. The filing will be posted to our Web site in approximately 5 minutes.

### **Questions?**

If you have any questions, please phone us at (517) 373-2540 or write us at the address below.

Michigan Department of State  
Bureau of Elections  
Post Office Box 20126  
Lansing, Michigan 48901-0726

The following address is provided should you wish to visit our office or use an overnight delivery service.

Michigan Department of State  
Bureau of Elections  
430 W. Allegan Street  
Richard H. Austin Building, 1<sup>st</sup> Floor  
Lansing, Michigan 48918